

Procedures for completing CHEW

1. Obtain permission from manager to inspect the building and the grounds. Make observations in the daylight. It would be desirable to have an escort to make sure you cover all the stairwells, lunch rooms, vending machines, etc. However, do all observations independently.
2. If no one accompanies you, it would be useful to check with someone (eg. the manager's secretary) to make sure you did not miss the fitness centre, a canteen, showers, etc. Go through the major points of the checklist with them. Ask them to estimate the distance to the nearest fitness centre, food shop, cigarette shop, and bottle shop. Other items to review during an interview are marked with "@". Note the name and position of the person(s) you interviewed for the debriefing.
3. If possible, walk down all corridors on every floor, so you do not miss any of the items. Go into the target areas; like lunch room, canteen, fitness centre; only tick what you actually observe. An exception is not going into shower or changing areas for the opposite sex. Ask an employee to verify these for you. Include toilets and individual cubicles.
4. For dining areas, including food shops, look for signs and labelling that are visible on a casual inspection of the area. Record what you can see standing where you would stand if you were ordering or going through a cafeteria line. It is not necessary to examine every package. The only thing to specifically look for is whether nonfat milk and yoghurt are available. For these, you will need to look at the labels.

NHF ticks or labelling of lowfat items should be easily visible, such as on separate signs or placards. Nutrition information signs may be in front of items on a cafeteria line, and they should show content of fat, cholesterol, calories, or sodium to be counted.

5. Tally the number of bulletin boards as you go around the worksite. At each bulletin board, examine postings for target notices. Merely count notices in each category. Do not evaluate for quality. Only evaluate the first page or first layer of postings. For dietary information, do not count postings of menus. Signs and posters can be posted anywhere and they should be placed into the appropriate category. There is no distinction whether signs are on bulletin boards or posted elsewhere (except for smoking signs and entrances).
6. Items marked ** will generally have to be evaluated outdoors or out of the worksite.
7. There are three environments that are evaluated. The first is the "worksite", which is the area of the building that is under one management. The second is the "grounds", which is the area around the worksite building. The third is the "neighbourhood", which is the area just beyond the grounds.

At the end of the checklist, you are asked to make a rough sketch of what you considered the workplace grounds. The purpose of this is to document our definition, so other observers can use the same definition. The definition of worksite "grounds" will vary. If the worksite is in its own building that is not shared, that plot of land, including parking, will be the grounds.

If the building or plot of land is shared with other tenants, the entire plot of land is considered the grounds. Thus, the canteen, showers, fitness centre, or parking may be shared with other companies. However, only assess the stairways, elevators, and vending machines that are in the parts of the building owned or leased by the target company, or in shared areas.

If the workplace is in a large commercial or industrial complex, the complex may be too large to consider the workplace grounds. In this case, define grounds as you see fit and ask employees what they consider part of their worksite.

8. "Neighbourhood" is the area just beyond the worksite grounds. When assessing whether facilities are visible from the grounds, you should be at street level at the edge of the grounds. Ideally, you would be standing on a public sidewalk or at the edge of a public street. If the workplace grounds do not extend to a public street, then check whatever you can see from the edge of whatever you defined as the grounds. If there are multiple access roads to a worksite, then check all of them.

9. In all cases, write "N/A" when an item does not apply to the situation.

10. For the Stairs Checklist, items have been worded so that a check represents a feature or absence of a feature that is thought to encourage use of stairs. This is not necessarily true for other parts of the checklist.

If the stairs are not enclosed in a stairwell, a number of the stair items will not be applicable (NA).

The item on painted/decorated/finished walls is based on the idea that unfinished or undecorated stairwells are less pleasant. If there has been some effort to make the stair area look somewhat pleasant, then a tick should be recorded.

11. Ask whether and when a mobile canteen visits the worksite. Observe if possible. If it is not possible for you to observe, then make a note on the form.
12. Make a notion about the type of food shops near the worksite. Be descriptive, and use extra space if needed. These will be coded later.

For food areas, if salad or fruit is listed on menu, it is available.

13. If there is a separate workout room, estimate the size of the room. It is possible that the workout area is part of another room. For example, there could be an exercycle and a bench press in a part of the lunchroom. In this case, estimate the area that is primarily devoted to workouts. This might be a few square meters around the exercycle. If the chairs and tables in a lunchroom are periodically moved to make room for aerobics classes, estimate the area that is used for the aerobics classes.
14. In estimating the distance from the nearest parking space to an entrance, choose the entrance that has the closest parking spaces. It does not have to be a front entrance. However, do not count reserved spaces or those marked for visitors. We are interested in where the employees park.
15. Under Grounds Assessment, "exclusive" grounds are used only by the target worksite. An example would be a single building, housing only the target worksite, that is surrounded by a parking lot used only by employees. "Shared" grounds are when a building or parking area are used by more than one worksite. If sports facilities, a fitness centre, or a canteen are on a shared part of the grounds, but can be used by employees of the target worksite, these should be assessed.

We are interested in open space/grassy areas that are large enough to use for physical activities such as football, volleyball, walking. If it is too small for such use, do not estimate size.

16. It may be difficult to estimate the amount of traffic on access roads. Just use your judgment.
17. We are noting sidewalks and bike paths separate from roads, because we think they are more pleasant than walking or biking next to traffic. To be noted, the track should be clearly separated from the road. Three meters are suggested as a guideline for minimal separation.
18. For the vending machine assessment, count the total number slots for items, or total number of buttons to select. For example if a soda machine has 7 buttons and 3 of them have regular Coke, the total number of items is 7. However, we are interested in the number of slots taken up by more healthful items. If a snack machine has 3 slots of unbuttered air-popped popcorn, then that would be recorded as 3 slots of low fat/sugar snacks.
19. Smoking signs are categorised according to their location: in or around entrances, on bulletin boards, or elsewhere. If there is a bin or ashtray outdoors with a sign that says something like "smokers please", this can be interpreted as a prompt not to take the cigarette inside. Thus, a bin with a sign can be counted as a restriction near an entrance. If there is a bin or ashtray with no sign, it is not counted.
20. When asking about the serving of alcohol at the worksite or on the grounds, be casual or direct. Ask if there is a pub on the grounds. Ask if they have a regular social event or happy hour in which they serve alcohol on the grounds.

Scoring of the checklist will be determined later. There will be several scales, and many of them can be combined to form more general indexes.